

***STATE BOARD FOR CAREER AND TECHNICAL EDUCATION*****Minutes of Meeting**

May 16, 2016

Members of the State Board for Career and Technical Education met at 8:00 a.m. CST, in Meeting Room E, Comfort Inn, Bismarck. The meeting was called to order by Dr. Brian Duchscherer, Chair. The following members were present:

Ms. Kirsten Baesler, Member  
Dr. Jeff Lind, Member  
Ms. Debby Marshall, Vice Chair  
Ms. Sonia Meehl, Member  
Ms. Val Moritz, Member  
Mr. David Richter, Member  
Dr. Richard Rothaus (for Dr. Hagerott, Member)

Wayne Kutzer, Mark Wagner, Brenda Schuler, Michael Netzloff, and Debra Huber were also present. Dr. Duchscherer welcomed board and audience members.

**CONSIDERATION OF MARCH 21, 2016 MINUTES** – A motion was made by Ms. Marshall and seconded by Dr. Lind to approve the minutes of the March 21, 2016 meeting as recommended. The motion passed unanimously.

**FINANCIAL REPORT** – Mr. Kutzer reviewed the Administrative Budget and Expenditures Report and the Appropriation Status Report for month ended April, 2016, reporting that the Appropriation Status Report includes the original appropriation along with the current appropriation that reflects the 4.05% budget reduction.

Following a brief discussion, a motion was made by Dr. Lind and seconded by Ms. Moritz to approve the financial reports as presented. The motion passed unanimously.

**DIRECTOR'S REPORT** – Mr. Clarke Molter resigned his position as the TITH Supervisor. Ms. Shila Hager, TITH Assistant Supervisor, was hired as his replacement.

Interviews for the TITH Assistant Supervisor position will be held on Thursday.

Mr. Kutzer reported that he is on the ESSA Planning Committee. The first meeting will be held on Tuesday, May 17.

Mr. Kutzer also reported that North Valley Area Career and Technology Center received a \$51,000 Pilot Distance Delivery Grant for the Auto Technology Program. The program will be for the 2016-17 school year. There is currently a little less than \$100,000 available for Pilot Distance Delivery Grants.

Discussion was held on whether there was any other interest to provide Pilot Distance Delivery programs and whether the grants could be used to duplicate existing programs. Mr. Kutzer responded that there has been some interest in pilot distance delivery programs but no formal proposals have been submitted and if no pilot proposals are received, there may be other possibilities to use the funding.

Mr. Kutzer reviewed information on ND Academic and CTE Scholarships (blue handout), reporting that, based on the data, schools with career development counselors have a higher rate of students receiving the scholarships. This information will also be provided at the Interim Education Committee meeting on Thursday, May 19.

**PROPOSED FY2017 STATE AND FEDERAL FUNDING** – Mr. Kutzer reviewed the Administrative Budget Comparisons (green handout), reporting that the final budget will be brought to the June meeting for approval.

Mr. Kutzer then reviewed the Revised Budgets (yellow handout), reporting that the 4.05% budget cut resulted in a 2015-17 Biennium General Fund Appropriation of \$32,546,299. It is anticipated that there could be a positive balance of \$151,235 at the end of the biennium. Updated figures will be provided after all reimbursement claims have been processed in June.

If there are enough recovery dollars available at the end of the biennium, it may be possible to reinstate the one percent reduction.

One additional item, the Pilot Distance Delivery Grant awarded to North Valley Area Career and Technology Center of \$51,000 is currently not reflected in the State Funded Projections since it was recently approved. It will be included for the June meeting.

Discussion was held on the reimbursement rate reductions. Mr. Kutzer responded that the level of impact for reductions were reviewed when deciding what the reduced rates would be so that the impact was the same for all areas.

The Carl D Perkins Allocations and Annual Plans (pink handout) was also reviewed. The amounts are less than the previous year, due mainly to a large carryover from 2015 into 2016 and virtually no carryover from 2016 into 2017. Mr. Kutzer reported that the Perkins Allocations information also reflects the fiscal agent, school membership and technical assistant.

Discussion was held on what Perkins funding is based on. Mr. Kutzer reported that at the secondary level it is based on 70% free and reduced lunch and 30% total population ages 5-17 from Census Data. At the postsecondary level, it is based on Pell Grants in CTE programs. North Dakota is a minimum funded state and receives \$4.2 million, which has been the same amount for the past several years.

**PRELIMINARY 2017-2019 BIENNIUM BUDGET** – Mr. Kutzer reviewed the Appropriation Status Report (blue handout), reporting that it reflects the Governor's directive of preparing a 90% budget for the 2017-19 biennium. Mr. Kutzer explained the preliminary budget reductions and the impact it would have on salaries and wages, operating expenses, and reimbursement rates to secondary, postsecondary, adult farm management and workforce training.

Discussion was held on the impact the reductions would have on the agency and schools. Mr. Kutzer reported that for the agency, state employee salary increases and benefits are determined by the legislature and that the agency will not only be reducing operating expenses, travel and professional development activities, but also will be looking at not hiring vacant positions. Mr. Kutzer has also put together information that shows how the budget reductions will impact schools. This information will be provided to the Interim Education Committee on Thursday.

Discussion was held on Workforce Training, which is a separate line item that the legislature addresses, and how those dollars are be used.

Following more discussion, Mr. Kutzer reported that he will bring the final 2017-19 budget to the June meeting for approval. The budget must be submitted to the Office of Management and Budget by July 15.

**AUTOMATED MANUFACTURING EDUCATION PROGRAM STANDARDS, CONSTRUCTION TECHNOLOGY EDUCATION PROGRAM STANDARDS, and POWER SPORTS EDUCATION PROGRAM STANDARDS** – Mr. Michael Netzloff, Curriculum and Standards Specialist reported all three of the proposed program standards had a similar process. The standards were adopted from national industry standards and all instructors received the proposed standards through email for their comments and edits. Instructors were requested to provide their suggestions within a two month timeframe. The documents were then revised and sent out again for final review by instructors, with a one month timeframe to provide additional feedback. The proposed final documents also include Career Ready Practices.

Discussion was held on the Power Sports Education Program Standards and whether two year campuses were involved in the process. Mr. Netzloff responded that the postsecondary instructors were kept informed throughout the process.

Discussion was held on the number of responses and feedback that was provided throughout the process. Mr. Netzloff responded that the responses varied by area.

Following discussion, a question was raised about the Power Sports Education Program Standards and whether instructors can decide what requirements they want to follow. Mr. Netzloff explained that standards are provided at all levels for a full program. Some schools may not provide a full program and therefore not use all of the standards but must teach the concept.

Following further discussion, the board voted on the program standards individually.

A motion was made by Ms. Moritz and seconded by Dr. Lind to approve the Automated Manufacturing Education Program Standards as presented. The roll call vote was as follows:

Ms. Meehl – aye  
 Ms. Moritz– aye  
 Dr. Lind - aye  
 Ms. Marshall - aye  
 Mr. Richter - aye  
 Ms. Baesler – aye  
 Dr. Rothaus - aye  
 Dr. Duchscherer – aye

The motion passed unanimously.

A motion was made by Ms. Marshall and seconded by Ms. Baesler to approve the Construction Technology Education Program Standards as presented. The roll call vote was as follows:

Ms. Meehl – aye  
 Ms. Moritz– aye  
 Dr. Lind - aye  
 Ms. Marshall - aye  
 Mr. Richter - aye

Ms. Baesler – aye  
 Dr. Rothaus - aye  
 Dr. Duchscherer – aye

The motion passed unanimously.

A motion was made by Ms. Meehl and seconded by Dr. Lind to approve the Power Sports Education Program Standards as presented. The roll call vote was as follows:

Ms. Meehl – aye  
 Ms. Moritz– aye  
 Dr. Lind - aye  
 Ms. Marshall - aye  
 Mr. Richter - nay  
 Ms. Baesler – aye  
 Dr. Rothaus - aye  
 Dr. Duchscherer – aye

The motion passed 7 - 1.

**PRIVATE CAREER SCHOOLS** – Hanson’s Mechanical School Records Transfer to State Archives – Ms. Huber reported that Hanson’s Mechanical School closed in 1976 and the records were given to the North Dakota State University Archives who recently contacted Ms. Huber about the records (salmon handout). The records are now in the agency’s possession. After consulting with the Attorney General’s Office, Records Management and the State Archivist, it was agreed that the records should be transferred to the State Archivist due to historical value. However, because NDCC ch. 15-20.4-03(5) indicates that the State Board has the duty to receive and cause to be maintained as a permanent file, copies of academic records specified by the board, it was determined that the board must approve the transfer of records to the State Archives.

Discussion was held on whether the State Archives must follow the same federal guidelines, FERPA, as state agencies and schools must follow. Ms. Huber responded that yes, the State Archives would have to follow the same protocol for access to the records.

A motion was made by Dr. Lind and seconded by Mr. Richter to approve the records transfer of Hanson's Mechanical School to the State Archives as requested. The roll call vote was as follows:

Ms. Meehl – aye  
Ms. Moritz – aye  
Dr. Lind - aye  
Ms. Marshall - aye  
Mr. Richter - aye  
Ms. Baesler – aye  
Dr. Rothaus - aye  
Dr. Duchscherer – aye

The motion passed unanimously.

**CAREER AND TECHNICAL STUDENT ORGANIZATION CONFERENCE** – Mr.

Kutzer invited board members to attend the FFA Conference being held June 6-10 in Fargo.

**FUTURE MEETINGS** – The June board meeting is scheduled for Monday, June 20, 2016 at 8 a.m.

The September board meeting is scheduled for Monday, September 19, 2016.

The meeting adjourned at 9:18 a.m.

Respectfully submitted,

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Dr. Brian Duchscherer  
SBCTE Chairperson